



PROJECT SUBMITTAL GUIDELINE

High Performance Incentive (HPI) Grant Projects

A DSA Project Submittal Guideline is a compilation of requirements based on Code, referenced standards, DSA [USP](#) documents, and DSA practices. These guidelines are designed to give the design professional helpful information and insight into the DSA project application, submittal, and review processes. Guidelines are provided by DSA in support of the USP goals of giving stakeholders the information they need in order to be able to work smoothly with DSA, and to help standardized practices among the four DSA Regional Offices.

Compliance with a Guideline does not assure that a project is complete or that it adheres to the requirements of the California Building Standards Code (Title 24 of the California Code of Regulations) or all DSA requirements. Additional information may be required, depending on project complexity or site conditions. For complete submittal requirements see forms DSA-1 and DSA-3.

Step 1: HPI PLAN REVIEW

The High Performance Incentive (HPI) Grant is provided to K-12 projects eligible for the State Facility Program (SFP) funding administered by the Office of Public School Construction (OPSC). The Division of the State Architect conducts the plan verification of the construction elements that constitute a high performance school based on the HPI regulations.

To apply for a DSA/HPI plan verification, use the DSA-1 form and check box 16b. Then send the plans, specifications and supporting HPI documents to the HPS staff at the DSA Headquarters office at 1102 Q Street, Suite 5100, Sacramento, CA 95811.

This guideline outlines how to submit an HPI grant project for plan verification by mail; however, the HPS staff is also equipped to perform electronic plan reviews, per DSA [Procedure 09-05](#).

TRANSMITTAL LETTER

List the items included in submittal package and provide contact person's name, e-mail address and telephone number.

TITLE – 24, PART 6 ENERGY CALCULATIONS

Use EnergyPro or other California Energy Commission approved software for performance compliance approach. Provide electronic PDF of Title 24 "performance" compliance report for each building. The "Title 24 Report" shall include the nonresidential Title 24 forms as indicated on the [DSA-403](#) form.

Certain forms, such as OLTG-4-C may not be required depending on project scope. Include the building (BLD) files on a CD-ROM or an email attachment. You will need to calculate and save before submitting.

CONSTRUCTION DOCUMENTS, DRAWINGS

Provide a complete set of project drawings, half-size prints; or submit drawings on a CD-ROM.

PROJECT MANUAL

Provide specifications with text searchable electronic version (or PDF format) on a CD-ROM.

HPI SCORECARD & SUPPORTING DOCUMENTS

The High Performance Incentive (HPI) Scorecards outline the necessary supporting documents to submit for an HPI Grant Plan Verification. Two DSA/HPI Scorecards and Guidelines are downloadable for your use.

- [HPI Scorecard A](#) For projects that are subject to CalGreen mandatory measures.
- [HPI Scorecard B](#) For projects that are NOT subject to CalGreen mandatory measure.

Fill out the HPI Scorecard and submit with your plans, specifications and supporting documents for all applicable HPI points that are being claimed.

You can use the columns on HPI scorecard to indicate specification (CSI) sections and/or plan sheets and the HPS staff will refer to the construction documents. This will alleviate the need to duplicate information.

All supporting documents need to be on a CD-ROM and be text searchable or compiled in a binder.

PROJECT CUT-SHEETS

Provide manufacturer product information sheets ("cut-sheets") for Title-24 Energy Calculations showing the respective data for each product. (For example: R-values, heat transfer coefficient, SEER numbers, etc). This is not required if minimal efficiency and default capacities are used in the performance analysis. If the project includes a Central Plant (for heating, cooling, or hot water), please contact HPS Staff for details.

Step 2: HPI PRELIMINARY APPROVAL

The DSA/HPS will conduct a preliminary review of the documents once received to ensure overall completeness and compliance with grant requirements and minimum energy code compliance. Projects will not be placed in line for HPI plan verification until all required supporting documents, plans and specifications are received. If items are not received within 8 weeks from the date recorded on the DSA-1 form, the plan verification for the HPI grant will be cancelled. A voided HPI plan verification will not affect other DSA plan reviews (structural, access, or fire life safety).

Step 3: HPI APPROVAL

Prior to your backcheck appointment at the regional office, please work with the HPS staff to have the following completed and included in your construction documents:

TITLE – 24 (PART 6) SHEETS

Submit electronically or a hard copy of the final Title 24 sheets as directed by the HPS staff. The run codes on the Title 24 performance (PERF) forms must be the same as approved by the DSA/HPS reviewer. The DSA/HPS will stamp and sign these sheets and return to you for your backcheck appointment at the regional office with a DSA/HPS identification stamp. Include the following on these Title-24 Sheets:

PERF-1 (All 3 parts)

Compliance Tests

MECH-1-C Mechanical Certificate of Compliance

LTG-1-C Lighting Certificate of Compliance (3 parts)

OLTG-1-C: Certificate of Compliance

Mandatory Measures

ENV – MM: Envelope Mandatory Measures

LTG – MM: Lighting Mandatory Measures

MECH –MM: Mechanical Mandatory Measures

All forms requiring signatures need to be signed and dated by Documentation Author and applicable Principal Designers with names printed next to signature.

Step 4: BACKCHECK AT REGIONAL OFFICE

The project will not be stamped by the lead structural plan reviewer at the regional office until the following is done:

TITLE – 24 (PART 6) SHEETS

Include the Title 24, Part 6 Sheets with signed DSA/HPS identification stamp in your final backcheck drawings.

Step 5: FINAL VERIFICATION FOR GRANT FUNDING

HPI-1 FORM

Payment of all HPS plan review fees must be received by the DSA prior to the issuance of the Form HPI-1 (DSA-402) to the school district. The HPI-1 form is required by the OPSC to verify the HPI rating criteria points for the HPI grant.